

ACADEMIC HONESTY AND INTEGRITY

Honest behavior is an expectation of all students in the Irvine Unified School District. The purpose of this regulation is to enforce that expectation and create and maintain an ethical academic environment.

Within the Irvine Unified School District, there is a shared responsibility to ensure that grades reflect the knowledge and skill level of each student. Acts of academic dishonesty can inhibit learning and adversely impact the accuracy of grades. When academic honesty violations occur, consequences shall be determined through an evaluation of the specific situation, shall be commensurate with the seriousness of the act, and shall take into consideration the previous record of the student. When appropriate, consequences for academic dishonesty shall be imposed both at the school and the classroom level commensurate with the grade level and developmental needs of the student.

All academic honesty violations, whether handled by a teacher or another school official, shall be documented in the student's discipline file for future reference.

Definitions of Academic Honesty Behaviors

Specific types of academic honesty violations are defined below. These examples do not represent a complete list of possible violations:

1. Cheating on Tests - Any use of external assistance relating to an examination, test, or quiz without expressed permission of the teacher. This includes looking at another student's paper, sharing answers, possession of materials, or copying another student's paper.
2. Fabrication - Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
3. Unauthorized Collaboration - Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for others, giving or "passing" any assessments to other students for the following year, or receiving any assessments from other students.
4. Plagiarism - Any representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, has also engaged in plagiarism.
5. Alteration of Materials - Any intentional and unauthorized alteration of student, teacher, or library instructional or assessment materials. This may include changing answers after the fact.
6. Theft - Any unauthorized taking, concealment, or alteration of student or teacher instructional or assessment materials or equipment, including, but not limited to, the district data network, internet, and other on-line resources.

7. Transfer or Use of Unauthorized Materials - includes the use of unapproved translation devices, or any giving or selling of unauthorized materials.

8. Digital Citizenship Violations - Per Board Policy: 6163.4 Technology Resources Acceptable Use Policy, students should refrain from using technological resources for violations that involve academic dishonesty. These include using technology to copy, plagiarize, collaborate inappropriately, sending or receiving test questions, accessing another's account, or hacking into computer systems.

The academic honesty disciplinary process utilizes defined categories to outline different levels of academic honesty violations or progressive consequences due to repeated violations.

Category A includes but is not limited to:

- Copying any minor assignment from any other source or a portion thereof, such as a one-night homework assignment (not including tests or quizzes) assigned to be done independently
- Collaborating on a minor assignment in a manner inconsistent with the explicit and implicit expectations of the assignment for individual work
- Sharing work on a minor assignment with another student with the reasonable expectation and intention that the other student(s) might plagiarize that work

Category B includes but is not limited to:

- Any violation on a major assignment (such as tests, quizzes, labs, projects, essays, assignments requiring multiple days to complete, etc.) that is consistent with the descriptions set forth in the Category A violations above
- Submitting plagiarized work, (other than on a minor assignment as defined in Category A)
- Sharing work inconsistent with class/course expectations and instructions
- Looking at another student's work or paper during an exam, test, or quiz
- Talking to or communicating with another student during an exam, test, or quiz
- Using any unauthorized material or device during an exam, test, or quiz (including translators, calculators, cell phone, etc.)
- Giving or receiving test information, in any form, to or from students in other periods of the same teacher or the same course or from previous school years
- Repetitive deception about completion or submission of work
- Altering a returned quiz, test, or assignment with the purpose of deceiving the teacher about the student's performance on that assignment
- Accessing exam content, projects, or assignments without expressed consent from instructor
- Multiple Category A violations

Category C includes but is not limited to:

- Distributing exams, projects, or assignments
- Stealing (may include photographing) exams, projects or assignments
- Altering grades on a computer database or in a grade book
- Multiple Category B violations

To view the policy in its entirety, including consequences, please go to:

<https://iusd.org/about/board-education/board-policies/academic-honesty-and-integrity/academic-honesty-and-integrity>

IUSD Administrative Regulation - 5131.9